

**Addendum No. 1 to RFP 16-14**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding RFP 16-14,  
Nutritional Consulting Services: Shape Up Services

From: Michael Richards, Procurement Analyst

Date: August 19th, 2015

Re: Answer questions

**Addendum No. 1 to RFP 16-14**

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**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_  
Please acknowledge receipt of any and all Addendums (if applicable) by signing above and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

## **Addendum No. 1 to RFP 16-14**

### **1. Questions Received**

Q. In section 2.2 Scope of work it states vendor will supply all materials. I need that to be clear that I am not supply the menus for the restaurants.

A. Shape Up works with High School printing services to print the menus and will continue to do so.

Q. In section 2.8 states all hours including weekends, which I have done but at an additional cost. Do I put that on the price page?

A. This is stated in section 4.4 and was written as 20 hours a week for the vendor includes weekends at the same rate. If vendor intends to charge more when working on weekends, please put that rate in the price page and team will consider this in context of the designated budget and other vendors.

Q. On page 11 under NUTRIIONAL CONSULTING SERVICES, it says creation of Shape Up Approve menus. Is this solely nutrition analysis. Does it mean I need to do the layouts, Graphics?

A. Primarily means nutrition analysis. It is helpful if vendor has experience with layouts and graphics, but we historically work with a graphic designer to create the menus.

Q. Should I submit copies of the required forms in Section 5.0?

A. Yes, all forms must be submitted with your proposal, with the exception of the Insurance and Certificate of Good Standing that will be required upon contract award.

Q. Can you please provide the current incumbent vendors providing Nutritional Consulting Services?

A. The incumbent vendor is Head to Fitness, Inc.

Q. Can you please provide the current hourly pricing matrix bill rates of the incumbent vendors for Nutritional Consulting Services?

A. The pricing rates for FY13, FY14, and FY15 was \$35 per hour.

Q. What was the annual total expenditure of the current contract in 2014 and YTD 2015?

A. FY14 expenditures totaled \$18,000 and FY15 expenditures totaled \$19,993.75